



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 03-08

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Kacey Frey, NSLP Health Director
Katrina Klatt, NSLP Nutrition Director
Arizona Department of Education, School Health & Nutrition Programs

Date: August 27, 2007

RE: Welcome Back to Arizona Child Nutrition Programs: 2007-2008 School Year

Original Signed

Welcome to the 2007-2008 school year and as always, thank you for your continued dedication in providing healthy meals to Arizona's children. The School Health & Nutrition Program staff are here to help ensure you have the tools you need to operate a successful program.

It is imperative that you have an approved CNP Web site and sponsor application prior to serving meals for reimbursement. Meals can only be claimed for reimbursement if the site and sponsor applications have been approved by your assigned Specialist. **Applications will not be backdated to allow the claiming of meals that were served prior to application approval.**

Please remember there are several important Federal and State requirements that are required to be implemented including: The Arizona Nutrition Standards, HACCP, and the Local Wellness Policy. The Arizona Department of Education (ADE) will be monitoring compliance of these regulations through the administrative review process and on-site visits. For more information on these regulations please visit our website at www.ade.az.gov/health-safety/cnp/nslp or contact your assigned Specialist.

Health & Nutrition Services is offering several A+ School Lunch Workshop trainings throughout the state as well as several professional development trainings. All trainings are free and we encourage you to register. For training descriptions and registration visit www.ade.az.gov/onlineregistration.

Page 1 of 2

Additionally, we would like to remind you the verification non-response rate report is posted on the Health & Nutrition website: www.ade.az.gov/health-safety/cnp/nslp/verification/. It is important to know the non-response rate for your school prior to starting the verification process.

It is critical that all School Food Authority (SFA) and program contacts listed on the CNP Web sponsor and site application are kept up-to-date. You may edit your online application at any time during the school year and are encouraged to do so if staff changes occur. All SFA contacts will continue to receive pertinent program information that will need immediate attention.

Each Local Educational Agency (LEA) is assigned to a School Health and Nutrition Specialist at the ADE. Your assigned Specialist is available to answer questions and is dedicated to assist you in running a successful program. If your Specialist is not available, you may always speak with the “Specialist of the Day”. Visit your sponsor application through CNP Web to determine your assigned Specialist for this school year.

If you have questions or concerns regarding this memo, please contact your School Health & Nutrition Program Specialist at 602-542-8700.